

**MINUTES OF THE MEETING OF THE PROMOTION, COMMUNICATION AND EVENTS  
COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON,  
PORTWAY, ON MONDAY, 15 NOVEMBER 2021 AT 7.30 PM**

Committee members present: Councillor C Wills-Wright (Chairman)  
Councillors A Crawford, A Dunford, T Gilhome, J T Hannaby and  
J Sibbald

Others present: Mr R Collins (The Ray Collins Charitable Trust)

Town Centre Manager (TCM) A Yates  
Town Project Coordinator (TPC) J Mitchell  
Deputy Clerk: S Sanders

**Apologies for Absence**

None.

**Declaration of Disclosable Pecuniary Interest**

None

**To sign the minutes of the meeting held on 4 October 2021**

The minutes were approved.

**9. Statements and questions from the public**

Mr Collins of The Ray Collins Charitable Trust was present at the meeting to seek permission to hold two events in the Market Place to raise funds for The Ray Collins Charitable Trust. The events (large markets) would require full closure of the Market Place. Mr Collins was thanked for attending and left the meeting.

**10. Matters arising from the minutes**

a) Update on plaque to record Pride in Wantage recipients

Before proceeding to purchase a plaque, it was agreed that the Deputy Clerk should seek permission from the District Council for it to be hung on a wall in The Beacon. **Action: Deputy Clerk**

b) Update on provision of Changing Places Facility in town centre

There was no update regarding the District Council's £100k grant application to the government to fund the facility.

c) Update on Love Wantage brand

There were a few roundels still to be installed on the hanging basket posts. **Action: TCM**

d) Update on Development of a Communication Strategy

The communication strategy draft document had not yet been completed. The Chairman and Councillor Sibbald were to meet within the next couple of weeks to finalise the draft.

**Action: Chairman/Sibbald**

e) Update on Town Newsletter

The newsletter was due to be distributed in week commencing 22 November 2021.

**11. To consider the dates for events proposed by the Ray Collins Charitable Trust**

It was agreed to support the proposal for events to take place on the following days: Sunday 24 April and Sunday 18 September 2022. The events would require a full Market Place closure.

## 12. Events Plan 2021/22

a) HMS Queen Elizabeth Freedom event (July 2022)

A date had not yet been agreed.

b) Queen's Platinum Jubilee – Big Lunch Sunday 5 June 2022

It was agreed that the Wantage Silver Band should be booked for the event to be held in the Market Place. Further details of the event were to be discussed at the next Events Committee meeting.

**Action: TPC**

c) Carnival & Armed Forces Day 25 June 2022

It was agreed that although Armed Forces Day was on a Saturday it would be preferable to hold the event on the Sunday, 26 June 2022.

d) Electric Vehicle Show

No date was agreed.

e) Mayor's Carols Wednesday 8 December 2021

Due to the current Covid -19 cases amongst school children, the Mayor had decided that it would be advisable to hold the event as a hybrid concert where schools would be invited to perform live virtually, and others would attend the church in person.

f) Volunteers' Reception

A date had not been agreed but would be held sometime in February or March. Councillor Sibbald was to check room availability with The Beacon.

**Action: Sibbald**

g) Dickensian Evening 3 December 2021

There was no update.

h) Christmas Eve Carols

To be held in the Market Square on Christmas Eve.

## 13. Music in the Market Place

ON THE PROPOSITION OF Councillor Gilhorne

SECONDED BY Councillor Dunford

IT WAS RESOLVED to provide entertainment for the Christmas Market and the following budgets were agreed - Sunday 28 November: £550, Sunday 12 December: £525, Saturday 18 December: £550.

## 14. To note the dates of the 2022 Fairs

The dates of the fairs were noted - 7 May 2022, 10 September 2022 and 15 October 2022

## 15. To agree a date for the next Events Sub-Committee

A date was to be agreed outside of the meeting.

**Action: Wills-Wright**

## 16. Estimates 2022/23

The estimate worksheet prepared by the Clerk had been circulated. It was agreed that a budget of £20k should be included for events (updated worksheet attached).

17. Other Business

None.

The meeting closed at 8.50pm

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**WANTAGE TOWN COUNCIL**

**PROMOTION, COMMUNICATION AND EVENTS COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES**

	<b>2021/2022 Actual YTD £</b>	<b>2021/2022 Budget £</b>	<b>2021/2022 Forecast £</b>	<b>2022/2023 Estimate £</b>
<b>INCOME</b>				
Town Centre Manager *	-	16,500	31,000	24,000
<b>EXPENSES</b>				
<b>PC&amp;E:</b>				
Town Centre Manager/Town Project Coordinator	19,032	35,000	33,500	34,500
LED Displays	-	30,000	-	-
Events	70	20,000	-	20,000
Town Flags	612	1,500	562	1,500
Mobiloo	495	2,500	495	2,500
Newsletter	2,660	6,250	3,960	5,465
Volunteers' Reception	-	1,500	1,500	1,500
Awards	-	-	-	-
TCM promotion	1,628	5,000	3,000	5,000
Website	660	1,000	660	750
Other	104	500	500	500
<b>TOTAL PC&amp;E</b>	<b>25,261</b>	<b>103,250</b>	<b>44,177</b>	<b>71,715</b>
<b>TOTAL EXPENDITURE PC&amp;E</b>	<b>25,261</b>	<b>86,750</b>	<b>13,177</b>	<b>47,715</b>

\* 2021/22 TCM funding includes £6k which was due in 2020/21

15/11/21